

Civil Division: Oneida County Government, Schools, BOCES
Jurisdictional Class: Non-Competitive
EEO Category: Service/Maintenance
Reviewed: 06/07/13

COOK

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for preparing and cooking a variety of food in an institutional kitchen. Employees in this class may prepare and cook all the meat, vegetables or pastries or have complete responsibility for an individual meal or all cooking for employees or patients. In lieu of the above assignments, a Cook may have complete charge of a small kitchen, or in a larger kitchen, may serve as first assistant to the Head Cook, and in the absence of the latter, assume full responsibility for the kitchen. The work is performed under the direct supervision of a Cook Manager, Assistant Cook Manager, Head Cook or other superior. Supervision is exercised over assistants who are instructed in proper procedures and whose work is closely checked at all times. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares and cooks meat, fish, poultry, soups, vegetables, cereals, desserts, salads and other foods;
Bakes cakes, pies, rolls and a variety of other pastries;
Cuts, cleans and dresses meat, fish and poultry;
Supervises the proper storing of food;
Supervises the work of assistants in the preparation of food, and the cleaning of tables, kitchen utensils, stoves and kitchen;
Keeps simple related records;
Assumes responsibility for all food preparation in the absence of Head Cook.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the health and safety factors involved in this work; skill in preparing and cooking a variety of dishes; familiarity with food qualities; cleanliness; good judgment.

MINIMUM QUALIFICATIONS: Two (2) years of experience in cooking.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 01/28/82
Revised: 03/08/90, 08/04/95
Reviewed: 06/07/13